

NOTICE

There is a job vacancy with the **Bay County Department of Housing**.

JOB TITLE: Administrative Assistant/Admissions and Occupancy

RATE OF PAY: \$12.71 per hour entry, progressing to
\$15.01 per hour after two years (TU06)

U.S.W. Full-time position, with benefits

In accordance with the Agreement between the County and Local 15157, United Steelworkers, preference may be given to County employee applicants.

GENERAL SUMMARY:

Performs routine, semi-complex and complex clerical tasks requiring a thorough understanding of departmental activities and HUD admissions and occupancy requirements/policies. Experienced in office systems. Activities are under general supervision of the Executive Director; however the position requires an independent judgment and decision-making ability. Provides clerical support to Executive Director.

TYPICAL DUTIES:

1. Take applications, conduct applicant interviews, explain eligibility criteria, conduct tenant orientations.
2. Responsible for maintaining accounts payable and accounts receivable.
3. Conduct annual tenant recertifications; including maintaining 50058 and make monthly electronic submissions to HUD.
4. Compile and type various HUD forms and reports.
5. Reconcile rent roll.
6. Responsible for input of tenant work orders and unit inspections.
7. Performs other work as assigned by the Executive Director.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS:

Proficiency in arithmetic, spelling and grammar. A minimum of 2 years clerical experience preferred, including successful experience communicating with the public. Computer experience required; experience using the County's financial software system (MUNIS) for purchasing and processing invoices. Must be proficient in Microsoft Word, Excel Spreadsheets, charts and diagrams, Power Point and Microsoft Publisher. Must be able to perform multiple tasks simultaneously, such as waiting on persons including residents/vendors/guests, answering the telephone, typing, retrieving information, and communicating with staff, etc. Must be able to communicate and courteously react to upset or angry people. Good attendance record is critical to this position as well as the ability to maintain confidentiality. Applicants may be required to take written and/or other examinations. Ability to consistently demonstrate considerable knowledge of HUD and PHA admissions, occupancy policies, waiting lists policies, regulations regarding landlord-tenant matters, anti-discrimination provisions, and applicable software programs.

Physical Requirements: Must be able to access different areas of the building. Sitting most of the time, although some standing may be required. Ability to lift up to 20 pounds less than 10% of the time. Must have a valid Michigan Operator's license and perform all functions with or without reasonable accommodations.

Make application online at www.baycounty-mi.gov or in person/via US Mail at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, Michigan 48708-5121, no later **than 4:00 p.m. Monday, October 14, 2013.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."